



Department of Administration
State Human Resources Division
P.O. Box 200127
Helena, Montana 59620-0127

2010 STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN INDEPENDENT APPLICATION AND AGREEMENT

The following number is for internal use only

Non-Profit's name:
(as it will appear in the donor guide):

Federal EIN/number:

Contact person name:

Contact Address, City, State, Zip

E-mail address:

Contact Phone

**Independent's phone number for
publication in giving guide:**

**Independent's web address for
publication in giving guide:**

**25 word description for the 2010
SECGC donor guide. Revise if
needed. If no description is listed,
please provide one here or attach
separate sheet. **Do not include
organizational name in narrative.****

In return for the right to participate in the 2010 State Employees' Charitable Giving Campaign (SECGC), the Non-Profit Organization named above certifies by signature at the bottom of this document that the organization meets the following terms and conditions:

1. Certifies that the non-profit meets all of the participation criteria listed in the 2010 Application Information for Independent Non-Profit Organizations, including:
 - a. recognition by the IRS as either a 501(c)(3) tax-exempt organization using EIN, current name and address or authorization by an Act of Congress;
 - b. registration with "active" status to do business in Montana;
 - c. has a substantial presence in the state of Montana as described in the Application Information and can verify that at least 70% of funds raised through the SECGC is expended in Montana for activities that benefit the State or people of Montana. If this is not the case, you must demonstrate in writing to the satisfaction of the Department of Administration and the Campaign Advisory Council that there is a substantial return or benefit to the people of the state;
 - d. promotion of its activities in truthful and non-deceptive manner, including all material facts with no exaggerated misleading claims;
 - e. participation in the campaign in only one form;
 - f. does not have sectarian activities as its primary focus;
 - g. meets all other requirements detailed in the Application Information; and
 - h. has provided complete documentation of eligibility.

2. Agrees to abide by all participation requirements, procedures and campaign guidelines; and
3. On the recommendation of the Campaign Advisory Council (CAC), authorizes the Department of Administration to acquire fiscal management services and program operations services on behalf of the non-profit for purposes of operating the campaign. The Financial Services Coordinator is responsible for paying campaign expenses approved by the CAC, receiving and verifying donations, allocating donations according to employee designations, and obtaining an independent audit. The Program Coordinator is responsible for activities associated with planning and carrying out the campaign, including preparation and distribution of materials, volunteer training, communications, etc.;
4. Agrees to indemnify the state, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, and causes of action of any kind or character, including the cost of defense, arising in favor of your non-profit's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, goods or rights to intellectual property provided or omissions of services or in any way resulting from the acts or omission of the non-profit and/or its agents, employees, subcontractors or its representatives under this contract, all to the extent of the non-profit's negligence and to bring any litigation in the First Judicial District Court of Lewis and Clark County;
5. Agrees to pay its proportional share of the expenses incurred in conducting the 2010 SECGC, based upon its percentage share of the gross campaign receipts as designated by the employees contributing. The expense of managing the campaign will include all out-of-pocket costs associated with planning and conducting the campaign. This typically averages below 10%;
6. Verifies that the person signing this agreement is authorized to bind the non-profit to this agreement, has read and fully understands the 2010 Application Information, agrees to its terms, and has attached all required documents and the application fee to this Application and Agreement; and
7. Provides with this application the following required documents: **(please include the following)**

INDEPENDENT NON-PROFIT'S ENCLOSURE CHECKLIST

- ☐ This entire signed Independent Application and Agreement Form;
- ☐ Copy of IRS letter that verifies your organization's current tax-exempt 501(c)(3) status with the IRS showing EIN, current organization name and address or the Act of Congress;
- ☐ Copy of the Montana Secretary of State's web page that shows your organization is currently registered to do business. Print and attach the page that shows the words "Active Status" and date "Last AR Filed" <http://app.mt.gov/bes>; and
- ☐ **The application fee with a check payable to the State Employees' Charitable Giving Campaign or SECGC totaling \$40.**

I understand that failure to comply with the rules and regulations governing the SECGC, or the terms and conditions of this agreement, may result in suspension from the campaign without notice.

Signature and title

Date

**May 4, 2010, 4:30 p.m. = the deadline for applications to be in the hands of Department of Administration, State Human Resources Division,
mailing address: P. O. Box 200127, Helena, MT 59620-0127
or hand-delivery address: Mitchell Building, 125 North Roberts, Room 125, Helena, Montana**

**The application materials may also be downloaded at the following:
<http://hr.mt.gov/HRServices/programsadministered.asp>**